



Public Protection Cabinet
Department of Housing, Buildings & Construction
Division of Plumbing
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5412
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**APPLICATION FOR APPROVAL AS A PLUMBING
CONTINUING EDUCATION COURSE PROVIDER**

FOR DEPARTMENT USE ONLY

Reviewed By:
Date Provider Approved:
Provider Number:

APPLICATION INFORMATION

Name of Provider:	Daytime Phone Number:		
Street Address of Provider:	City:	State:	Zip Code:
Name of Provider Owner & Contact Person:	E-Mail Address:		

**TYPE of PROVIDER
(CHECK PROVIDER TYPE BELOW)**

- ☐ Trade Association
- ☐ Trade School, College, Technical School
- ☐ Continuing Education Company
(Shall Provide One Course in Each Congressional District Quarterly)
- ☐ Plumbing Contracting Company with Full Time Education Program **(Journeyman Only)**
(Verification Required)
- ☐ Plumbing Manufacturer or Distributor that Employs Full-Time Training Personnel
(Verification Required)

Please Attach the Following Information with Your Application

- 1. Statement of Objectives:** Each provider shall have learning objectives, whether course is for Master Plumber or Journeyman Plumber or both, time to complete course, course name, course number and these shall be made known to potential enrollees in your advertisements. How are you going to meet this requirement?
- 2. Responsible Person(s) for Education:** Who within your organization will be developing and implementing your educational program?
- 3. Maintenance of Records:** It is required that providers maintain records for those who complete courses for a minimum of three (3) years. How do you propose to accomplish this?

- 4. Fees:** You are required to disclose the fee, if any, to be charged to participants? Please provide your enrollment fee, if any.
- 5. Facilities & Offerings:** Provider shall submit to the department a quarterly schedule including dates and locations of courses by January 1, April 1, July 1 and October 1. The department shall be notified at least thirty (30) days prior to a course offering of changes made to scheduled courses. The department shall receive written notification of scheduling changes at least ten (10) work days prior to originally scheduled course date by fax or e-mail to the Director of Plumbing.
- 6. Program Evaluation:** Providers shall provide a method of evaluation for course enrollees which document the enrollees measure of the quality and effectiveness of the course. How will you ensure course evaluation is adequate? If an evaluation form has been created, please attach the form to this application.
- 7. Course Completion Record:** Course enrollees who successfully complete the course shall be given a tangible record or certificate of course attendance and completion. The attendance confirmation shall consist of name, address, plumbing license number(s), date of attendance and courses completed. Please attach a sample of this attendance confirmation document to this application. A copy of each confirmation shall be retained and the Department shall be electronically advised of attendees' course completions.

APPLICATION AFFIRMATION

_____ (Initial) I am not in default of any student loans backed by the KHEAA (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by the KHEAA, I cannot be registered as a provider at this time.

I hereby swear or affirm, under the penalties of perjury that the statements made on this application are true, complete and correct.

Signature of Applicant:

Date Signed:

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize and direct any person, firm, officer, corporation, association, organization, or institution to release to the Kentucky Division of Plumbing, any files, documents, records, or other information pertaining to the named individual or organization requested by the Board or any of their authorized representatives, in connection with processing this application for approval of an organization to provide continuing education courses.

I hereby release the aforementioned persons, firms, corporations, associations, organizations, and institutions from any liability with regard to such inspection or furnishing of any such information.

I further authorize the Kentucky Division of Plumbing to disclose to the aforementioned organizations, persons, and institutions, any information, which is material to this application, and I hereby specifically release the Board or its representative, from any and all liability in connection with such disclosures.

I consent to periodic monitoring of our programs at the discretion of the Kentucky Division of Plumbing.

I acknowledge and understand that any information provided in this application that is found to be fraudulent, will be used to deny the application or if registration has been issued, revocation or suspension of the registration.

A photo static copy of this authorization for release of information has the same force and effect as the original.

AUTHORIZATION

Signature:

Date Signed:

INSTRUCTION AND REQUIREMENTS FOR COMPLETING APPLICATION

Continuing Education Course Criteria: All courses shall define whether offering is for Master Plumbers, Journeyman Plumbers or both. Courses shall contain information beneficial in the day-to-day operation of plumbing business, job safety, Kentucky State Plumbing Law and Code, and other content as it relates to the plumbing trade. Course approvals shall be valid for two (2) years from approval date from the Department. Changes to course content shall require resubmission to the Department.

Course Content Requirements defined: All courses shall contain information beneficial in the day-to-day operation of a plumbing business. Courses relating to business shall include one or more of the following: Business Law, Accounting Practices, or Insurance. Courses relating to job safety shall directly relate to the construction trade. Courses related to the Kentucky State Plumbing Code shall include one or more of the following: KRS Chapter 318, Basic Principles, 815 KAR 20:010 through 815 KAR 20:195, Kentucky Building Code or Kentucky Residential Code. Courses other than mentioned shall require documentation and acceptance by the Department as to the relevancy to the plumbing trade.

Student Enrollments: No cancellations shall be made when there are at least ten (10) enrollees. If there are less than ten (10) students enrolled, providers shall notify attendees of cancellation or reschedule no less than five (5) working days prior to scheduled class. If the scheduled class is cancelled, providers shall, at the option of the registrant, issue a full refund or allow the registrant to attend a re-scheduled course.

Course Audits: Records requested in writing by the department shall be delivered to the department within ten (10) days of the requesting date. Representatives of the department may, at any time, attend an approved continuing education course to ensure that the course meets the stated objective and applicable requirements are being met.

Disciplinary Action: The department may deny, suspend or revoke approval of any course provider or may issue a fine to any course provider who: obtains or attempts to obtain registration or course approval through fraud, false statements, or misrepresentation; does not provide complete and accurate information in either the initial registration or in any notification of changes to the information; advertises a course as being approved by the department before the approval is received; or fails to comply with the requirements of this administrative regulation.

Cancellations: The provider shall give notice of cancellation no less than five (5) work days prior to a scheduled class unless the Governor declares a state of emergency or other conditions exist that would preclude a five (5) day notification of cancellation.